



Town of *Westford* Massachusetts

Town Manager's Newsletter

May 2016



Jodi Ross,
Town
Manager

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www.westfordma.gov/tm
978-692-5500

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Watch
Meetings Online
westford 
community access television
www.westfordcat.org

Dear Westford residents,

A big thank you goes out to the organizers and participants of the Westford Kiwanis 2016 Annual Apple Blossom Festival and Parade. Congratulations also go to 2016 Person of the Year, Nancy Cook,



*State Senator, Eileen Donoghue; Selectman,
Kelly Ross; Town Manager, Jodi Ross. (l-r)*



Nancy Cook



Emilee Mauro

and 2016 Apple Blossom Queen, Emilee Mauro. It was a beautiful weekend for the well attended parade and festival. (photos courtesy Westford.org)

Our 6th Annual Strategic Planning Retreat will be held at Kimball Farm on June 16th from 5:30pm – 8:30pm. This is a great event to meet and chat with other residents, town officials and staff, and learn about the important projects our town is considering. The topics to be discussed include the large capital building projects currently approved or under review by the Board of Selectmen. These include the new center fire station and combined dispatch building, what to build to replace the existing fire station, the Roudenbush Community Center which is in need of extensive renovations, a possible J.V. Fletcher Library expansion utilizing a grant, and the future of the Recreation Department, which may include a leased facility or modular units, at least in the interim. More information may be found about this terrific event at [Strategic Planning Retreat](#). This retreat focuses on attendees interacting with each other informally, not formal lectures.

Our Permanent Town Building Committee issued a Request for Qualifications for the completion of the Center Fire Station design. Eight proposals were received and after the committee reviewed and ranked them, they recommended the Board of Selectmen approve the award, which occurred at their May 10th meeting. The new architects, Donham and Sweeney, believe the station meeting all of our program needs will stay within our appropriation. The timeline currently is design completed this fall, bids in early winter, construction beginning in spring of 2017.

At their May 10th meeting, the Selectmen approved the 12 North Main Street Task Force issuing a Request for Proposals for a private entity to develop the historic mill into a mixed use project, which could be commercial, industrial, and/or residential. The task force plans to work over the next several months and return to the board with a draft.

(Continued on next page)

WWW.WESTFORDMA.GOV

At the same meeting, the board heard two requests to establish medical marijuana dispensaries in town, to be located at 3 Lan Drive and 317 Littleton Road. The board has the right to issue a letter of support, or a letter of non-opposition, or take no action at all. The board will continue discussing these requests at their May 24th meeting.

Ebi Masalehdan, the purchaser of 66 Boston Road, will be returning to the Board of Selectmen on May 24th with a revised plan to develop the Drew Gardens parcel. He is also seeking to amend the memorandum of understanding with the Board of Selectmen.

The Board of Selectmen's newly formed Healthy Community Committee will be holding their first meeting on May 26th at 7:00p.m. in the town hall to develop a charge for the Selectmen to consider, and vote officers. In keeping with this goal, the board recently approved a Complete Streets policy, which will allow us to apply for state grants to help us prioritize sidewalks in our town, and once we have done so, assist us with the construction costs.

I am delighted to announce that a recent study released by Stanford University ranked our school district as No. 4 out of 12,220 school districts across the country. Congratulations to everyone in the school department, our administrative staff, our teachers, our School Superintendent Bill Olsen, and our School Committee who all work tirelessly to keep our children and young adults challenged and educated at such a high level.

Please consider attending our town's annual Memorial Day Celebration on Sunday, May 29th. Terry Stader, Westford's Veteran's Service Agent, has organized a substantial array of events, including the parade through Westford Center. The parade departs at noon from the Roudenbush Community Center and travels to the town common. A full events guide and parade route is available at the following link: [Memorial Day 2016](#).

We are so proud to have Ellen Rainville as our Library Director, who is being inducted into the Massachusetts Library Association (MLA) Hall of Fame. The award recognizes Ellen's substantial and sustained, statewide contribution to advancing the cause of librarianship in Massachusetts. In the role of J. V. Fletcher Library Director for the last 30 years Ellen has ensured that the Library always provided the highest standard of service. Under her leadership the Fletcher Library has won 33 Awards and Recognitions and 23 MLA PR Awards.



There are several openings on other local boards and committees, including the Agricultural Commission, Bylaw Review Committee, Communications Advisory Committee, Energy Committee, the Historical Commission, Tax Possession Sale Committee, and others, and I urge you to peruse our website for information about the work of these committees. If you have interest, please complete a Citizen's Activity form at this link: [Citizen Activity Form](#) or stop by and fill out a form in the Town Manager's office.

Would you like more detailed information on Board of Selectmen meetings? Click the following links to access: [Board of Selectmen Documents](#) & [Board of Selectmen Meeting Videos](#).

Sincerely,



Jodi Ross
Town Manager

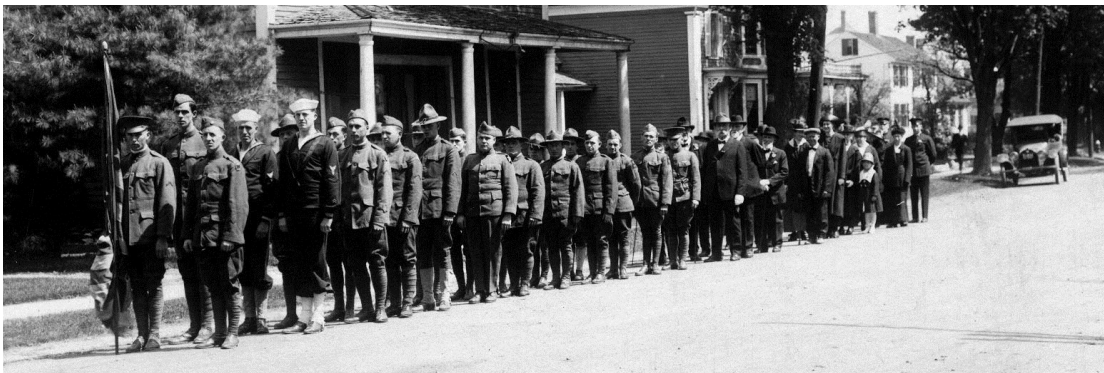


Town wide observance of Memorial Day will be held on **Sunday, May 29th**. Ceremonies will be conducted at Freedom Park @ 9 AM, Forge Village monument @ 9:15 AM, Graniteville monument on North Main St @ 9:45 and then at Nab Lake, Byrne Ave. dam at 10:30. On the Town Common, the reading of the Honor Rolls (volunteer readers needed!) will begin at 10:45 AM.

Culminating the village ceremonies will be a parade starting at noon from the Roudenbush Community Center to the Town Common where various tributes will be given.

Veterans who would like to participate should meet at the Cameron Senior Center at 8 AM on Sunday. All are encouraged to commemorate our US servicemen and servicewomen who have died in defense of our country on this holiday weekend. Join us if you can.

All veterans and Memorial Day event participants are invited for a luncheon at the Frederick S. Healy American Legion Post #159 immediately following the service on the Town Common. If you'd like to participate, contact Terry at (978) 392-1170



Memorial Day in Westford, 1920 - Courtesy Westford Museum

US Flags to be Placed on Veterans Graves in May

American Legion Post #159 members will be putting the US flags up in the weeks prior to Memorial Day.

We will do our best to make sure that every veteran's grave is properly marked. Sometimes a flag will be misplaced or unintentional removed, please let the Veterans Service Officer know if a flag is missing, we will try and put one in place prior to Memorial Day. The flat bronze markers are provided by the VA at no cost, more information on obtaining them can be found at www.cem.va.gov/hm_hm.asp or by calling/emailing the Veterans Services department at (978) 392-1170 or veterans@westfordma.gov

J.V. Fletcher Library

Ellen Downey Rainville, 2016 Inductee into the MASSACHUSETTS LIBRARY ASSOCIATION HALL OF FAME

On the evening of May 17, 2016, J. V. Fletcher Library Director, Ellen Rainville will formally be inducted into the Massachusetts Library Association (MLA) Hall of Fame. This Award, the highest that can be attained in the Commonwealth, honors Ellen's lasting impact on libraries and librarianship across Massachusetts. Ellen's professional legacy is profound, it draws breath from all that she has accomplished, and is still achieving, and will reverberate in Massachusetts libraries for many years to come.

As the Director of the J. V. Fletcher Library for the last 30 years Ellen continually expanded the role of the Library in Westford by ensuring that the Library always provided the highest standard of customer service; service which fulfilled a diversity of needs that were ever-changing and evolving. Under her leadership the Fletcher Library has won 33 Awards and Recognitions and 23 MLA PR Awards.

In the early 1990's Ellen was selected to represent Massachusetts at the prestigious Snowbird Library Leadership Institute in Utah, one of the first leadership training programs for librarians in the Nation. Since that time, Ellen's leadership and influence in Massachusetts Libraries has gone far beyond her laudable work at the J. V. Fletcher Library. Ellen has been very active in the Massachusetts Library Association for over 25 years: she chaired numerous committees and served three consecutive years as MLA President during a critical transitional period in the Association's history.

In addition to her leadership in MLA, Ellen served as President for the Northeast Massachusetts Regional Library System and is the only Librarian to have twice served as President of a 36 Library Network (The Merrimack Valley Library Consortium.)

Throughout her career, Ellen has mentored, nurtured and inspired countless librarians. In 2011 she served as the Massachusetts Mentor for the New England Library Leadership Symposium. Currently she is assisting in a series of workshops that the Massachusetts Library System is conducting in which experienced library directors give advice and tips to younger counterparts.

Ultimately though, it comes down to this: no matter how many "hats" Ellen wears (often many at once) her mission is clear, to enthusiastically expand the reach and understanding that the services libraries offer to their communities are invaluable and irreplaceable.



Research, learn and discover.
WWW.WESTFORDLIBRARY.ORG

Recreation Department

There is still time to sign up for spring and summer programs for adults as well as children.

PADDLE & PLAY - Stand Up Paddle Boarding at Forge Pond

Here's your chance to try stand up paddle boarding for participants 10 years or older. Each 1.5-hour session includes general instruction, paddle board equipment and PFD (personal floatation device or bring your own). No prior experience needed.

Sessions offered June 11, July 23, or August 20.

Limited to 10 participants per session.

9-10:30, 11-12:30, 1-2:30, 3-4:30 or 5-6:30

Cost is \$44 per paddler/1.5 session. Register at www.westfordrec.com



BEGINNER ARCHERY for Ages 8-17

Learn the basics of archery, no experience needed. Classes will focus on eye dominance, archery safety rules, warm-up exercises, proper shooting, and some archery games.

Max 10 participants. Instructor: Weston Baker. Fee: \$70 Resident/\$80 Nonresident

Session 2 Archery

June 2, 9, 16, 23

Time: 6:15-7:00pm

Fee: \$70 Resident/\$80 Nonresident

Location: Greystone at Russell Way

Summer Session Archery

Session 3: July 11, 12, 18, 19

Session 4: July 13, 14, 20, 21

Session 5: July 25, 26, August 1, 2

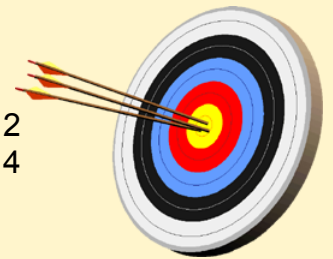
Session 6: July 27, 28, August 3, 4

Session 7: August 8, 9, 15, 16

Session 8: August 10, 11, 17, 18

Time: 1:15-2:15pm

Location: Stony Brook Middle School Field, Back



Check out new programs and register on line at

www.westfordrec.com

for spring and summer fun:

Water Basketball at Forge

Water Volleyball at Forge

Adult Evening Rowing

Adult learn to Swim

Water Games at Forge

Big Fish Little Fish – Water Orientation for 3-6 year olds.

PARKS AND GROUNDS - Update

There has been an unusually large tick population this spring due to the mild winter. The Town has a No Pesticide Policy for Town Property. The Parks and Grounds Operations Supervisor searched for a product that would address the tick problem and meet the requirements of the pesticide policy.

Cedar Oil meets the requirements for products allowed. Parks and Grounds applied the first application along the perimeter of American Legion fields, Community Fields at Nutting Road, Greystone field, Jack Walsh and Frost fields. Additionally, the perimeter of Pine Grove Cemetery and the Community Gardens. Information on the product can be viewed on line at [Garden Girl Repellents](#). A second application will take place in 2-3 weeks.

Check out [information on Ticks on the Health Department website](#).

Recreation Department (continued)

WESTFORD RECREATION CENTER FEASIBILITY STUDY INFORMATION SESSION

**Stony Brook Middle School
Tuesday, May 17th or Monday, May 23rd
7:30 PM to 9:00 PM**



Join representatives from Westford's Parks and Recreation Commission and learn about Westford's Parks and Recreation Department's recently completed Recreation Master Plan, and how residents can help with improving Westford's recreation facilities.

Information sessions will be held at the Stony Brook School Auditorium, 9 Farmer Way, from 7:30 to 9 PM on Tuesday May 17th and Monday May 23rd. Please come and learn about how you can help improve recreational opportunities for Westford residents.

CEMETERY

Flags will be placed on Veterans graves prior to Memorial Day. Westford Veterans place flags at all the gravesite with flag holders. The flags are removed after Veterans Day in November.

If you know of a Veterans grave that does not have a flag holder please notify the Veteran Agent Terry Stader at tstader@westfordma.gov



Health Department

Upper Merrimack Valley Medical Reserve Corps (UMVMRC) Partners with Middlesex District Attorney Marian Ryan to Address Domestic Violence

Middlesex County District Attorney Marian Ryan recently held two trainings for salon professionals, cosmetology students and UMVMRC volunteers, as part of the anti-domestic violence initiative "Cut It Out". The free trainings were held in April at the Nashoba Valley Technical School and in May at Serenity Spa and Salon in Tyngsboro. The "Cut It Out" program was conceived and first implemented in 2002 in Alabama and has become the national program of the Salons Against Domestic Abuse Fund, which is dedicated to mobilizing salon professionals and others to recognize signs of abuse, provide resources to victims and to fight the epidemic of domestic violence in communities across the United States.

The recent free trainings were hosted in partnership with the Upper Merrimack Valley Medical Reserve Corp (UMVMRC) to help train stylists and existing MRC members who have volunteered and showed an interest to be trainers to supplement the DA's effort in the fight against Domestic Violence. This effort was made possible through a grant which the UMVMRC applied for and received from National Association of County and City Officials (NACCHO), to continue reaching out to stylists to promote the "Cut it Out" program. In total the events trained approximately 60 individuals.



Cut It Out – Westford



Cut It Out – Tyngsboro

The program also introduces and aligns participants with domestic violence service agencies as well as domestic violence officers from local police departments. The trainings included participation from: Westford Health Department, Alternative House in Lowell, State Senator Eileen Donahue, State Representative Colleen Garry, Westford and Tyngsboro Police Departments and UMVMRC members.

Health Department (continued)

HOW TO CREATE A GREEN AND HEALTHY HOME

The Westford Health Department is proud to present, an informational seminar on green and healthy homes. A green and healthy home improves air quality and reduces stress and helps create a home free of health and safety hazards. We will also cover information on how to address lead and asbestos in your home.

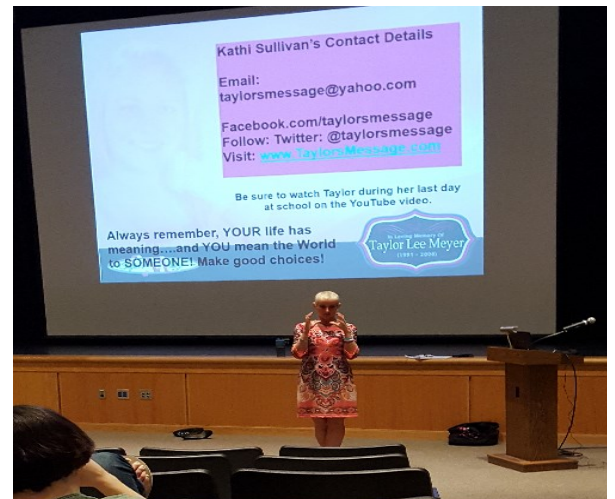
Date: May 23, *Please call 978-692-5509 by May 18th to register.*

Time: 7:00 pm

Location: Town Hall Meeting room, 55 Main St.

TAYLOR'S MESSAGE OFFERS EDUCATION ON SUBSTANCE ABUSE

On May 12th, Kathi Sullivan shared the story of her daughter Taylor, who after a night of binge drinking, found herself alone in the woods, and drowned. Kathi shared her story in hopes that her message would enlighten others on the dangers of underage drinking and poor choices. Passionate about reaching students, she shared how it could have been prevented and how Taylor's death has affected her family, Taylor's friends and the community. Kathi has become an alcohol awareness speaker and made this her mission in life to spread Taylor's Message.



WESTFORD FOOD ADVISORY TASK FORCE

The Westford Health Department with the help of our community partners, has developed a Food Advisory Task Force as part of Westford's regulatory food inspectional program.

The task force consists of Westford Health Department staff, several industry, and consumer representatives. The task force will meet twice a year to talk about food safety information, strategies and inventions to control food safety risk factors. The task force initiative focuses on the reduction of foodborne illness and opens the communication dialogue between regulatory bodies and industry.

The first task force meeting took place on April 25th, and topics included emergency planning and employee health policies. Educational materials were provided to all stakeholders that attended the meeting. The meeting proved to be very successful with industry input and enhancing the communication between members.

Health Department (continued)**PARENT SUPPORT GROUP**

This support group is a free drop in group, available to any parent who is concerned that their child might be struggling with a mental health issue. This can be something such as ADD, or some sadness, lots of worries or perhaps something more defined. This is a pro bono group offered for parents to come together and share ideas, offer support to each other and realize that they are not alone in our concern for our children. Facilitators are: Dianne Walsh, LICSW (Cognitive- Behavioral Therapist) and Sue Hanly, RN (school nurse at Stony Brook School). All groups include discussion and sharing by any member who is interested in getting feedback from the group. You do not need to be a Westford resident to attend .

To be included on the group email – feel free to contact: Dianne Walsh, LICSW – walshnr@comcast.net or 508-566-3189 Sue Hanly, RN – smhanly@earthlink.net or 978-501-0837

June 14 - Resources/programs as we transition to summer

Location: Millennium School (located behind Abbot) - Large All Purpose Room

Time: 7:00 pm - 8:30 pm

For questions, please 978-692-5509



SPONSORED BY THE WESTFORD HEALTH DEPARTMENT

Agricultural Commission

2nd Annual “Grown Here in Westford” Photo Contest

Lots of Westford residents are supporting local agriculture and by doing so, are making our community a healthier, more sustainable place to live. The Westford Agricultural Commission is looking for photographers of all skill levels and ages to help us tell their stories in pictures.

The Westford Agricultural Commission is hosting its 2nd Annual “Grown Here in Westford” Photo Contest of all things agricultural in town. Submit your digital images portraying people working with the land, as well as those photos that highlight the beauty of Westford’s agricultural bounty, animal and plant life, pollinators and landscapes.



We want to see your prized Victory garden, or maybe kids interacting with animals they’ve never seen up close at the Middlesex County 4-H Fair. Show us your finest shots from the Community Garden, families enjoying a day of apple picking, shots of butterflies and bees, or even still photos of beautiful, fresh, local produce. The images need not be new, but they must be taken in Westford, Massachusetts. Anything that represents an appreciation for local agriculture.

Entries will be judged by popular vote at The First Parish Church’s Strawberries n’ Arts Festival on June 18. Winners will be named in 18+ and Under 18 and Under 10 age categories.

Online submissions must be received by June 1, 2016 for consideration. Official entries must be also be printed no larger than 8x10 and matted for display. All entrants will be invited to exhibit their work at the Avis Gallery at the Roudenbush Community Center over the summer. Complete rules can be found on the Agricultural Commission page on the Town of Westford website or by emailing Kim Liner at kpliner@gmail.com.

C o u n c i l O n A g i n g

"NEW" HOME COOKED LUNCH WITH DAVE LOISELLE (GUARANTEED SOME GOOD LAUGHS)

Lunch will be served at 12 pm on Wednesdays and Fridays.

Wednesday, May 18 ~ BLT's, chips and fruit

Friday, May 20 ~ Salad Bar

Wednesday, May 25 ~ Cheeseburger & Potato Salad

The cost will be \$3.00 per meal.

Please sign up two business days in advance by calling 978-692-5523.

SPECIAL TRIP OF THE MONTH: KIMBALL FARM

Take the COA Van to Kimball Farm and enjoy a lovely lunch (on your own) and a free Kiddy Kimball Ice Cream Cone.

Tuesday, May 31 at 11 am

Participants must sign up at the Front Desk by calling 978-692-5523.

You will be given a ticket good for a free kiddy cone. Sign up early seats are limited.

Cost is \$3 for Transportation.

We will be doing this again on the last Tuesday of the following summer months, June 28, July 26 and August 30.



FREE FRESH, ORGANIC PRODUCE FROM GAINING GROUNDS IN CONCORD FOR INCOME ELIGIBLE HOUSEHOLDS IN WESTFORD

To participate you simply must attest that you meet the following income guidelines which are as follows: Family of 1- \$33,126, Family of 2- \$43,319; Family of 3- \$53,511; Family of 4- \$63,704; Family of 5- \$73,897. Verification can be requested if such need may arise.

This program requires one to sign up for each Thursday distribution at 1:30 pm. This program will start in **June TBD**- Sign-up simply call the Cameron at 978-692-5523.

FREE ORGANIC PRODUCE/FRUIT TO RESIDENTS AGE 60 AND OVER WHO RESIDE IN NASHOBA VALLEY REGION.

All you have to do is sign-up every other week at the Cameron before the first distribution on June 9th-TBD. Sixty-five households will receive up to \$15 worth of fresh fruit and produce and it will be all pre-packaged for you to quickly stop in and pick-up. This program has been brought to us the New Entry Sustainable Farming Project based in Lowell. To sign-up call 978-692-5523.

FRIENDS OF THE CAMERON INDOOR YARD SALE

Saturday, June 11th from 9AM-1PM at the Cameron

Table space is available to rent at \$15 per table.

To receive an application please call 978-692-5523.

Checks can be made payable to the Friends of the Cameron.

If you would like to donate gently used household items for this yard sale the Friends would greatly appreciate your support. Please drop your donations off at the Cameron Mon.-Fri. from 9-4 .

**To view the complete Council On Aging
Newsletter please visit our
website: www.westfordma.gov/coa
and click on [Newsletters](#).**

Recycling Commission

Westford Spring Recycling Update - 2016

Spring is finally here – a time for new beginnings and new habits, and a perfect time to think about improving your recycling routine.

Is it time to upgrade your recycling bin to a 64-gallon wheeled recycling toter? They are available to buy as an option for Westford residents. Take a check for \$50 to the Town Clerk's office or send a check for \$50 to the Westford Recycling Commission, 55 Main St. Make your check payable to "Westford Recycling Commission" with your name, address, and phone number and you will be contacted.

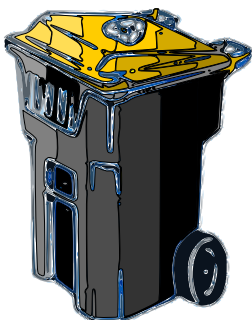
You may turn any barrel into a recycling container with a "RECYCLE" sticker available for free from the Town Clerk's office.

Have you thought about composting your kitchen vegetable scraps? It's a way to lighten your trash load, and when the compost is ready you can use it in your garden. Earth Machine composters are available for \$45 by calling 978-692-6986.

If you are spring cleaning and need to discard furniture, carpeting, and other items too large to fit in a trash barrel for pickup at the curb, click on the Quick Link button: Bulk Items & Policy at www.westfordma.gov/recycling. You will find information on where to purchase a bulk item sticker for \$5.

One last tip – if you are planting flowers and vegetables that come in plastic pots, look for the recycling triangle symbol on the bottom of the pots to see if they are recyclable.

For information on these suggestions and more, visit www.westfordma.gov/recycling.



The Westford Recycling Commission
thanks you for reducing, reusing,
repurposing, and recycling!

www.westfordma.gov/recycling



Town Clerk's Corner

Final Census notices are being mailed to voters who have not responded to the 2016 census. Please note that these notices need to be signed by the voter to whom the letter is addressed. If someone in your household has moved, please forward this mailing to them. We cannot remove a voter unless we have permission from that voter or they have remained inactive through two state election cycles. Please contact the Town Clerk's Office if you have any questions.

Nonrespondent voters are moved to the Inactive voter list per State Law (MGL ch. 51, sec. 37, 37A) and are required to complete the Affirmation of Continuous Residence Log and show ID prior to voting. Returning your census form (or [click this link](#) to get to a blank census form) is the easiest way to remain active or complete and return the final census notice.

Please, don't forget to [license your dog!](#)



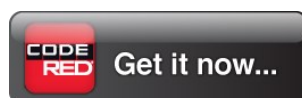
Register Additional Phone Numbers with Reverse 911

CodeRED is a Community Messaging System, used to notify residences of emergency, and general information through an automated telephone dialing system.

Most residents will not need to take action in order to receive notification of events on their home telephone. However, if you have recently moved into Westford, changed your home phone number, or have an unlisted phone number you will need to register your phone number

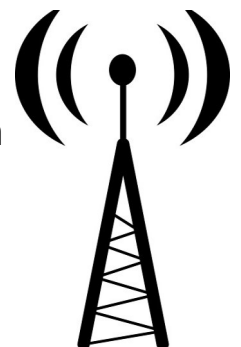
[Click here](#) to register additional phone numbers or email addresses.

Download the CodeRED Mobile Alert App for your smartphone [Here](#):



Set Your Radio Preset to Westford Emergency Management's 1630 AM

In an emergency tune in to Westford's 1630 AM for local information.



Building Department

May is Building Safety Month!

Swimming Pool Information

Just a reminder, all pools require a barrier around them whether it is part of the pool wall or a fence. Gates must meet certain requirements for pools (open outward, self-closing and latching, etc.) Pools require a permit and inspection after the permit is issued to confirm safety requirements.

CONTRACTORS license and registration information requirements

All contractors that work in Massachusetts on one and two family structures are required to have a Home Improvement Registration (HIR) number and a Home Improvement Contractor's license (HIC). In general, a HIR is required for the protection of the homeowner(s) from contractors that walk away from a job without finishing, or the job is so poorly done that it would be a safety issue and the contractor will not come back to fix it. The contractor pays into a state fund that helps with making the work code compliant and the state then goes after the contractor for repayment.

The HIC is required to work on any structure (residential – one and two families, or commercial space up to 35,000 cubic feet in size. There are several levels of HIC from an Unlimited license to a Specialty License for just windows siding and doors. Homeowners need to make sure that they are hiring a properly licensed contractor. Permit applications are required to be reviewed and the license is checked at that time, if an application is submitted with the wrong type of license – building an addition and the contractor has just a siding windows and doors license the application would be denied.

In this past year my office has had a few complaints of contractors doing work and not finishing. In cases where the homeowner had pulled the permit and not the contractor, unfortunately the homeowner is liable for the work being done. If the contractor is licensed but does not want to use his or her name on the permit it is actually a violation of the building code. Licensed contractors are required to apply for permits for work that they do. Registrations and Licensing are in place in Massachusetts for the specific protection of the property owner.

You can check on a licensed individual at the Department of Public Safety website www.mass.gov/dps scroll down and in the middle of the page is License Look-Up. You can also check a registration number through the Office of Consumer Affairs website www.mass.gov/oca on the left side is on-line resources under which is Home Improvement Contracting Resources.

If you have any questions about building codes, flood plains, energy codes, etc. please feel free to go to the building department website www.westfordma.gov/building there are several links to different sites on the main page along with recent information regarding building related issues. There are other information sources under Building Documents in the left hand column.